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1 July 1988

NOTE FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Breakfast Bullets for the Week of 4 July 1988

Following are some OL activities which you may wish to include in your discussions with the DCI next week:

- 25X1 ° Office of Technical Services (OTS) Move - The move of OTS to the New Headquarters Building will begin on 5 July. It will be completed by 28 July. A total [] people will be relocated and about 5 tons of equipment. All moving activities will occur in the evenings to permit OTS to stay in business during this time. Approximately 40 individuals will be working on the OTS move every evening (25 contractor personnel and 15 OL staffers and escorts). []
- 25X1 ° Temporary Landing Pad - On 22 June, Ogden-Allied completed work on temporary landing pad for helicopters on the Scattergood Thorne property. []
- 25X1 ° Virginia Department of Transportation (VDOT) Inspection - On 24 June, VDOT held a final inspection of the work performed by the Route 123 realignment contractor. Only minor discrepancies were noted and the only outstanding item, as far as the Agency is concerned, is a request made to VDOT to check the timing of traffic signals during peak and non-peak hours. There seems to be an excessive wait during non-peak hours for the computer controlled signals to change. []
- 25X1 ° Meeting re Savile Lane Fence and Jogging Trail - On 1 July, a meeting was held between the Executive Officer, OL, and a representative from the Public Affairs Office with Messrs. Blood, the homeowner, and Horne, a builder, in regard to the placements of a fence and jogging trail on Agency property adjoining Savile Lane. Neither of the parties was satisfied by the meeting and Mr. Horne promised more of his attempts at Congressional intervention in the hope of having the fence line diverted from his property. []

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- ° Thought for the Day: I conducted a survey of the status of paper in the Office of Logistics recently, and I have discovered that we are destroying approximately 80 tons of paper per week. I also discovered that we have in stock and storage approximately 1,000 tons of paper at any one time. Finally, we have over 500 copier machines in the Agency; I did not count the number of printers that we have. All of these figures have been on the increase in recent years and show no sign of abatement. Boss, whatever happened to the paperless office?

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John M. Ray

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